

## Documenting a Facility Enforcement

**Note:** In order to document a facility enforcement, an assignment to the provider is required.

1. From your desktop, click on the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click on the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.

**Mike Piazza (20181)**

Provider details:  
Child Placing Agency  
License status: Active - Regular

Provider address:  
123 Test  
Allouez, WI 54301 (Brown County)  
(920) 555-1212

Primary worker/licensor:  
Rusk, Worker

Actions:  
[Please select an action](#)

**View provider information**

Agreements and Notices | Assignments | Basic | Characteristics | Checks | Licenses | Narratives | Parent Agency | Payment Requests | Placements | Services

**Licenses**

[Facility License](#)

12/01/2014 - 11/30/2016	Regular	Active
12/02/2012 - 11/30/2014	Regular	Renewed
11/28/2012 - 11/27/2012	Regular	Renewed
11/28/2012 - 12/01/2012	Regular	Renewed
08/04/2011 - 11/27/2012	Regular	Renewed
09/16/2010 - 08/03/2011	Regular	Renewed

2. Click on the Enforcements tab. Click the Insert button. This will open the Enforcement page.

Facility License - Windows Internet Explorer

**eWiSACWIS**

Resource | Print | Spell Check | Help

Provider  
Name: [Mike Piazza \(20181\)](#)  
Type: Child Placing Agency

Licensor: Worker Rusk  
Class: [Adoption & Foster Care](#)

Provider | License Information | Fees | Site Visits | Non-Site Visits | **Enforcements** | Complaints/SIRs

**Enforcements**

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
----------------	-------------	--------	------------	-----------------	-------------

[Insert](#)

[Save](#) [Close](#)

100%

3. Enter dates in any applicable fields. If applicable, select the Compliance Verified checkbox. Once a date is entered in the Action Date field, the Action field becomes enabled for you to select the action.

If the Action = Orders Letter, the Order Letter Date field will update to be the same as the Action Date field.

If the Action = Stipulation, Surrender in Lieu of Enforcement, or Warning Letter, the Enforcement Date Closed field will update to be the same as the Action Date field.

If the Action = Revocation Other, Revocation HFS12, Revocation – No Fee/App, or Revocation Tax Delinquency, the system will automatically revoke an ‘Active’ license as of the Action date entered on the Enforcement page. A license revocation can be appealed by clicking the Appeal checkbox on the Enforcement page.

**Enforcement -- Webpage Dialog**

**eWiSACWIS** Resource Print Spell Check Help

**Provider**

Name: [Mike Piazza \(20181\)](#) License: Worker Rusk  
Type: Child Placing Agency Enforcement ID:

**Enforcement Information**

Order Letter Date: 00/00/0000 Correct by Date: 00/00/0000 Compliance Verified: ☐  
Action Date: 00/00/0000 Action:   
Suspension Letter Date: 00/00/0000 Other Action:   
Enforcement Date Closed: 00/00/0000

**Complaint/SIR ID(s)** [Select](#) **Noncompliance ID(s)** [Select](#)

**Forfeiture**

Date	Type	Amount	Forfeiture Comments
------	------	--------	---------------------

[Insert](#)

Forfeiture Amount Due: \$0.00 Date Sent to Collections: 00/00/0000

**Rule Violation(s)**

Rule Violation	Occurrences
----------------	-------------

[Save](#) [Close](#)

4. If the enforcement is associated with a documented complaint/SIR, click the [Select](#) hyperlink in the Complaint/SIR ID(s) group box. This will open the Complaint/SIR ID(s) page.

5. Select the checkbox next to the associated complaint/SIR(s) and click Continue.

**Complaint/SIR ID(s) -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Provider**  
Name: [Mike Piazza \(8055782\)](#)

**Complaint/SIR ID(s)**

	ID	Type	Date	Description
<input type="checkbox"/>	8009141	Complaint	01/13/2015	received an anonymous phone call from a concerned neighbor that children are bei

Continue Close

6. If the enforcement is associated with a documented noncompliance (either from a site visit or outside of a Site Visit), click the [Select](#) hyperlink in the Noncompliance ID(s) group box. This will open the Non Compliance ID(s) page.

**Enforcement -- Webpage Dialog**

**eWiSACWIS** Resource Print Spell Check Help

**Provider**  
Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
Type: Child Placing Agency Enforcement ID:

**Enforcement Information**

Order Letter Date: 01/14/2015 Correct by Date: 00/00/0000 Compliance Verified: ☐  
Action Date: 01/14/2015 Action: Orders Letter  
Suspension Letter Date: 00/00/0000 Other Action:  
Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s): [8009141](#) [Select](#) Noncompliance ID(s): [Select](#)

**Forfeiture**

Date	Type	Amount	Forfeiture Comments
------	------	--------	---------------------

Insert

Forfeiture Amount Due: \$0.00 Date Sent to Collections: 00/00/0000

**Rule Violation(s)**

Rule Violation	Occurrences
----------------	-------------

Save Close

7. The Non Compliance ID(s) page will identify any site visit(s) or noncompliance(s) not associated to site visits. Select the checkbox next to the associated noncompliance(s) and click Continue.

**Non Compliance ID(s) -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Provider**

Name: [ABC Shelter Care \(9221825\)](#)

**NonCompliance ID(s)**

	ID	Date	Description
<input type="checkbox"/>	8000160	10/10/2013	

Continue Close

8. To enter a Forfeiture, click the Insert button. Enter the Date, select a Type, and enter the Amount. If applicable, enter any Forfeiture Comments. Once an amount is entered into the Amount field, the Forfeiture Amount Due field will update accordingly.
9. In the Rule Violation(s) group box, click the Insert button to add the violation(s). Select the number of occurrences for this rule violation.

Enforcement -- Webpage Dialog

**eWiSACWIS** Resource Print Spell Check Help

**Provider**

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
 Type: Child Placing Agency Enforcement ID: 8005303 ☐ Made In Error

**Enforcement Information**

Order Letter Date: 01/14/2015 Correct by Date: 00/00/0000 Compliance Verified: ☐  
 Action Date: 01/14/2015 Action: Orders Letter  
 Suspension Letter Date: 00/00/0000 Other Action:  
 Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s): [8009141](#) [Select](#) Noncompliance ID(s): [8020478](#) [Select](#)

**Forfeiture**

Date	Type	Amount	Forfeiture Comments	
01/14/2015	Forfeiture Due	\$25.00	comments here...	<a href="#">Delete</a>

[Insert](#)

Forfeiture Amount Due: \$25.00 Date Sent to Collections: 00/00/0000

**Rule Violation(s)**

Rule Violation	Occurrences	
54.02(2)(d)1. BOARD OF DIRECTORS - RESPONSIBILITIES	2	<a href="#">Delete</a>

[Insert](#)

**Appeal**

Appeal: ☐ Hearing Date: 00/00/0000 Decision Date: 00/00/0000 Decision:

Comments:  
 comments about the enforcement...

[Save](#) [Close](#)

10. Click Save to save the enforcement.

**Note:** Once an enforcement has been saved, a Made in Error checkbox appears at the top of the page. See the section at the end of this guide on how to make an enforcement in error.

11. When appropriate, enter the Enforcement Date Closed. Click Close to return to the Facility License page.

12. You can access the enforcement at any time by clicking the Enforcement ID hyperlink.

Facility License - Windows Internet Explorer

**eWiSACWIS** Resource Print Spell Check Help

**Provider**  
Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
Type: Child Placing Agency Class: Adoption & Foster Care

Provider License Information Fees Site Visits Non-Site Visits **Enforcements** Complaints/SIRs

**Enforcements**

Enforcement ID	Action Date ▲	Action	Order Date	Suspension Date	Date Closed
<a href="#">8005303</a>	01/14/2015	Orders Letter	01/14/2015		

Insert

Save Close

100%

## Documenting an Appeal for an Enforcement

1. To document an appeal, click on the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click on the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.

**Mike Piazza (20181)**

**Provider details:**  
Child Placing Agency  
License status: Active - Regular

**Provider address:**  
123 Test  
Allouez, WI 54301 (Brown County)  
(920) 555-1212

**Primary worker/licensor:**  
Rusk, Worker

**Actions:**  
[Please select an action ▼](#)

**View provider information**

[Agreements and Notices](#) [Assignments](#) [Basic](#) [Characteristics](#)  
[Checks](#) [Licenses](#) [Narratives](#) [Parent Agency](#)  
[Payment Requests](#) [Placements](#) [Services](#)

**Licenses**

- [Facility License](#)

12/01/2014 - 11/30/2016	Regular	Active
12/02/2012 - 11/30/2014	Regular	Renewed
11/28/2012 - 11/27/2012	Regular	Renewed
11/28/2012 - 12/01/2012	Regular	Renewed
08/04/2011 - 11/27/2012	Regular	Renewed
09/16/2010 - 08/03/2011	Regular	Renewed

2. On the Facility License page, click on the Enforcements tab. Click the Enforcement ID hyperlink to open the Enforcement page.

**Facility License - Windows Internet Explorer**

**WisACWIS** Resource Print Spell Check Help

**Provider**  
Name: [Mike Piazza \(20181\)](#)  
Type: Child Placing Agency

Licensor: Worker Rusk  
Class: [Adoption & Foster Care ▼](#)

**Provider License Information Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs**

**Enforcements**

Enforcement ID	Action Date ▲	Action	Order Date	Suspension Date	Date Closed
<a href="#">8005303</a>	01/14/2015	Orders Letter	01/14/2015		01/15/2015

[Insert](#) [Save](#) [Close](#)

100%

- On the Enforcement page, select the Appeal check box and enter the appropriate dates. Once you document a Decision Date, you can document the Decision. Click Save to save the enforcement. Click Close to return to the Facility License page.

**Enforcement -- Webpage Dialog**

**eWiSACWIS** Resource Print Spell Check Help

**Provider**  
 Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
 Type: Child Placing Agency Enforcement ID: 8005303 ☐ Made In Error

**Enforcement Information**  
 Forfeiture Amount Due: \$25.00 Date Sent to Collections: 00/00/0000  
 Insert

**Rule Violation(s)**  

Rule Violation	Occurrences
54.02(2)(d)1. BOARD OF DIRECTORS - RESPONSIBILITIES	2

 Insert

**Appeal**  
 Appeal: ☒ Hearing Date: 02/10/2015 Decision Date: 02/10/2015 Decision:   
 Comments: comments about the enforcement...  
 Hearing Waived  
 Not Upheld / Overturned  
 Stipulated Agreement  
 Tax Clearance  
 Upheld  
 Withdrew

Save Close

- The Facility License page will indicate the Enforcement has an appeal associated to it.

**Facility License - Windows Internet Explorer**

**eWiSACWIS** Resource Print Spell Check Help

**Provider**  
 Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
 Type: Child Placing Agency Class: Adoption & Foster Care

Provider License Information Fees Site Visits Non-Site Visits **Enforcements** Complaints/SIRs

**Enforcements**

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
<a href="#">8005303</a>	01/14/2015	Orders Letter	01/14/2015		01/15/2015	Appeal

Insert

Save Close

100%



## Making an Enforcement in Error

Once an enforcement has been saved, a Made in Error checkbox appears on the enforcement.

1. To make an enforcement in error, access the appropriate enforcement. From your desktop, click on the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click on the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.

**Mike Piazza (20181)**

**Provider details:**  
Child Placing Agency  
License status: Active - Regular

**Provider address:**  
123 Test  
Allouez, WI 54301 (Brown County)  
(920) 555-1212

**Primary worker/licensor:**  
Rusk, Worker

**Actions:**  
[Please select an action ▼](#)

**View provider information**

- Agreements and Notices
- Checks
- Payment Requests
- Assignments
- Licenses
- Placements
- Basic
- Narratives
- Services
- Characteristics
- Parent Agency

**Licenses**

- [Facility License](#)

License Period	License Type	Status
12/01/2014 - 11/30/2016	Regular	Active
12/02/2012 - 11/30/2014	Regular	Renewed
11/28/2012 - 11/27/2012	Regular	Renewed
11/28/2012 - 12/01/2012	Regular	Renewed
08/04/2011 - 11/27/2012	Regular	Renewed
09/16/2010 - 08/03/2011	Regular	Renewed

2. Click on the Enforcements tab. Click the Enforcement ID hyperlink for the enforcement you would like to make in error. This will open the Enforcement page.

**Facility License - Windows Internet Explorer**

**eWiSACWIS**

Resource | Print | Spell Check | Help

**Provider**  
Name: [Mike Piazza \(20181\)](#)  
Type: Child Placing Agency

Licensor: Worker Rusk  
Class: [Adoption & Foster Care ▼](#)

**Enforcements**

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
<a href="#">8005303</a>	01/14/2015	Orders Letter	01/14/2015		01/15/2015

[Insert](#) [Save](#) [Close](#)

- On the Enforcement page, click the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this enforcement is being made in error.

**Enforcement -- Webpage Dialog**

**eWiSACWIS** Resource Print Spell Check Help

**Provider**

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
Type: Child Placing Agency Enforcement ID: 8005303 ☒ Made In Error

**Enforcement Information**

Made in Error Justification:  
short explanation of why this is being made in error

Order Letter Date: 01/14/2015 Correct by Date: 00/00/0000 Compliance Verified: ☐  
Action Date: 01/14/2015 Action: Orders Letter  
Suspension Letter Date: 00/00/0000 Other Action:  
Enforcement Date Closed: 01/15/2015 Complaint/SIR ID(s): 8009141 Noncompliance ID(s): 8020478

**Forfeiture**

Date	Type	Amount	Forfeiture Comments
01/14/2015	Forfeiture Due	\$25.00	comments here...

Forfeiture Amount Due: \$25.00 Date Sent to Collections: 00/00/0000

Save Close

- Click Save. You will receive the following message:

**eWiSACWIS -- Webpage Dialog**

Making this enforcement in error will not automatically cancel fees for associated forfeiture(s). Any adjustments will need to be documented on the Fees tab of the Facility License. Do you want to continue?

Yes No

Click Yes to continue. This will freeze the record and no additional updates can be made.

- Click Close to return to the Facility License page.

6. If a made in error enforcement exists for this provider, a “View Made in Error” checkbox will appear on the Enforcements tab. To view the made in error enforcements, click the View Made in Error checkbox.

The screenshot shows the eWiSACWIS interface in a Windows Internet Explorer browser window. The title bar reads "Facility License - Windows Internet Explorer". The page header includes the eWiSACWIS logo and navigation links: Resource, Print, Spell Check, and Help. The main content area is divided into sections. The "Provider" section shows "Name: Mike Piazza (20181)" and "Type: Child Placing Agency". The "Licensor" is "Worker Rusk" and the "Class" is "Adoption & Foster Care". Below this is a tabbed interface with tabs for "Provider", "License Information", "Fees", "Site Visits", "Non-Site Visits", "Enforcements", and "Complaints/SIRs". The "Enforcements" tab is active, displaying a table with columns: "Enforcement ID", "Action Date", "Action", "Order Date", "Suspension Date", and "Date Closed". The table is currently empty. At the bottom right of the table area, there is a checkbox labeled "View Made in Error" which is circled in red, and an "Insert" button. Below the table area are "Save" and "Close" buttons. The browser status bar at the bottom shows "100%" zoom.

7. After you have selected the View Made in Error checkbox, all made in error enforcements for this provider will appear.

This screenshot shows the same eWiSACWIS interface as the previous one, but with the "View Made in Error" checkbox checked and circled in red. The "Enforcements" table now contains one row of data:

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
<a href="#">8005303</a>	01/14/2015	Orders Letter	01/14/2015		01/15/2015	Made in Error

The "Made in Error" text in the last column of the table is circled in red. The "Insert" button remains visible. The "Save" and "Close" buttons are at the bottom. The browser status bar shows "100%" zoom.